

# CHAPTER 1

## ORGANIZATION AND SECURITY

This training manual has been prepared for members of the Regular Navy and Naval Reserve in the Ship's Serviceman (SH) rating who are preparing for advancement to Ship's Serviceman third class (SH3).

Ship's Servicemen operate and manage resale activities such as ship's stores, commissary stores, and Navy exchanges; service activities of the ship's stores and Navy exchanges such as laundry and dry-cleaning facilities, vending machines, snack bars, and barbershops; and they perform clerical and stock control functions for all activities operated.

As an SH3, you will work primarily as a sales outlet operator, bulk storeroom custodian, barber, or laundryman. The majority of these billets are aboard ship, so the afloat procedures should be your main concern.

To be successful in this rating, you must possess certain personal characteristics. You should like dealing with people, have a good speaking ability, possess above average arithmetic skills, and have basic recordskeeping abilities.

Getting along with people deals with customer service which is completely covered in the *Navy Customer Service Manual*, NAVEDTRA 10119-B, and therefore, material already included in that manual will not be covered in this manual.

The material covered in this manual is the minimum required of an SH3 to perform the job properly. These are the minimum requirements based on the occupational standards for SH3, which can be found in the current advancement handbook for Ship's Servicemen.

### SUPPLY AUTOMATION

The Navy has developed many new systems to make the job of supply personnel easier. Recently, the Navy developed a system for the automation of ship's store records. It is called the Resale Operations Management (ROM) system.

The ROM system has been successfully tested and used aboard ship. It has proven to enhance the accuracy and timeliness of doing ship's store records. The system makes the SH's job easier because it does much of the work the SH used to do by hand.

The ROM system *Terminal User's Guide* (TUG) is the computer system reference book providing detailed information on how to operate the ROM. This publication was developed by and is available free from the Navy Management Systems Support Office (NAVMASSO) located in Norfolk, Virginia. NAVMASSO has also published a *Resale Operations Management (ROM) Desk Top Guide* which is a supplement to the ROM TUG. It is exclusively made up of job sheets. Each job sheet contains a step-by-step guide in performing a ROM function. Although the occupational standards for SH3 do not indicate the use of the ROM system, many of the tasks performed by an SH3 will be centered around the ROM system. Throughout this manual you may see the terms *manual recordskeeping*, *ROM procedures*, and *ROM users*. The term *manual recordskeeping* relates to performing a task without the use of the ROM system. The term *ROM procedures* or *ROM users* is used to indicate that the procedures being discussed are done using the ROM system.

### THE SUPPLY SYSTEM

Today's Navy requires millions of items to maintain its operational readiness. The supply system supports these material needs. The supply system is composed of a group of activities that is responsible for procurement, distribution, inventory control, and stowage of all materials except ammunition.

In this chapter you will learn the basics of the supply system and the organization of supply department afloat. You will become familiar with supply department security regulations that you must observe in performing your everyday duties.

## NAVAL SUPPLY SYSTEMS COMMAND

The Naval Supply Systems Command (NAV-SUPSYSCOM) provides management policies and technical guidance for naval material to activities of the Navy and Marine Corps. This includes provisioning, cataloging, inventory management, distributing, material handling, traffic management, transporting, packaging, preservation, receipt, stowage, issue, and disposal functions. NAVSUP administers the Navy Stock Fund (NSF) and the Navy Resale Program. NAVSUP also exercises management control of field purchasing offices, inventory control points, supply centers, and other offices concerned with supply support.

### NAVY RESALE PROGRAM

The Navy Resale Program has the responsibility for providing an adequate selection and inventory of health and comfort items for Navy personnel. The Navy Resale Program takes care of these needs through the operation of individual stores, service activities, and other offices. The purpose of the Navy Resale Program is as follows:

- To provide a convenient and reliable source from which personnel may obtain, at the lowest practical cost, necessary articles for the health, comfort, or convenience of personnel and services needed in day-to-day living
- To provide through accrued profits a source of funds for the recreation of naval personnel
- To promote good morale

### NAVY RESALE AND SERVICES SUPPORT OFFICE

The Navy Resale and Services Support Office (NAVRESSO) is responsible for administering the Navy Resale Program.

NAVRESSO is located in Fort Wadsworth, Staten Island, New York, and is under the command and the authority of the Commander, Naval Supply Systems Command.

NAVRESSO provides technical guidance and administrative assistance to ship's stores afloat. It conducts research, develops new ideas, and advises sea and shore activities on possible

improvements that have been developed. It issues the lists of items authorized for sale in the resale program, enters into agreements with commercial suppliers as to the quality and price of merchandise, and issues or causes to be issued the *Ship's Store Contract Bulletins*, *Ship's Store Afloat Catalog*, *NAVRESSO Price Agreement Bulletins*, and other publications concerned with the displaying and selling of merchandise.

### FLEET ASSISTANCE TEAMS

NAVRESSO manages the fleet assistance teams. These teams, located in the major port areas, are made up of master chiefs, senior chiefs, or chief petty officers. NAVRESSO established these teams to provide technical assistance and guidance in all areas of the ship's store operation to shipboard personnel.

Ships can get assistance by calling the fleet assistance team, by submitting a letter to the proper fleet assistance team, with a copy to the Fleet Assistance Team Branch (NAVRESSO), or by naval message in urgent cases. Depending on the size of the ship, visits normally last from 2 to 5 days with no formal report made upon completion.

Ships preparing to deploy should schedule a visit 120 days in advance of the scheduled departure date. During the actual predeployment visit, the fleet assistance team provides information on the *Consolidated Afloat Requisitioning Guide Overseas (CARGO)* (NAVSUP Pub 4998), Q-cognizance items, foreign merchandise, vendor control, and endurance loading. This information is beneficial to the ship preparing for deployment.

The fleet assistance teams may also be helpful before overhaul. Ships scheduled to go to overhaul should schedule an assistance team visit 18 months before the overhaul date. This time is required to permit timely submission of work requests for repair or replacement of equipment.

In addition, the fleet assistance team provides the following services in the operation of the sales outlets:

- Modernization planning
- Merchandise promotion assistance, including layout, display, and signing
- Merchandise planning, including stock control review, model stock plans, and disposition of excess stock

- Pricing procedures
- Accounting records, returns, and bill payment
- Internal operating procedures
- Internal controls, including cash handling, security, and receipt and inspection procedures

- Procurement assistance including purchasing procedures, contract administration procedures, vendor relations, merchandise quality assurance, and processing of the special DD Form 1155 for merchandise ordered under simplified purchase procedures

- Training
- Periodic review of ship's store operations

The aid provided by the fleet assistance teams is not limited to just the sales outlets. They also provide help in the service activities including the following:

- Job instruction and training programs
- Work scheduling and control
- Equipment maintenance (minor repairs)
- Safety and sanitation

### **FLEET ACCOUNTING AND DISBURSING CENTERS**

There are two fleet accounting and disbursing centers (FAADCs) to service the fleet. They are the Fleet Accounting and Disbursing Center Atlantic (FAADCLANT) located in Norfolk, Virginia, and the Fleet Accounting and Disbursing Center Pacific (FAADCPAC) located in San Diego, California. The FAADCs perform such functions as auditing ship's store returns, paying dealer's bills, reconciling cash reported in returns, maintaining files, and reconciling differences with documents covering receipts from purchase and receipts from other supply officers.

### **FLEET COMMANDER**

The commander in chief of the fleet is responsible for issuing logistics policies, plans, and orders for support of the fleet and shore activities under the commander's control. The fleet supply officer assists the fleet commander in carrying out these responsibilities. The fleet supply officer is a professional advisor to the commander concerning supply and transportation matters.

### **TYPE COMMANDER**

Ships of the fleet are grouped by ship types and are assigned to type commanders (TYCOMs) for administrative purposes. TYCOMs are responsible for implementing the logistics policies, plans, and orders of the fleet commander for their particular group of ships. The Supply Corps officers on the staff with the TYCOM provide aid and advice concerning supply matters. They also conduct inspections of supply functions, if required, and supervise replenishment of supplies from mobile supply units under the operational control of the TYCOM.

### **SUPPLY DEPARTMENT AFLOAT**

The supply department afloat has many responsibilities that can be broken down into two functions, material support and service. The material support functions relate to operational and maintenance requirements, while the service functions relate to the operation of the service activities.

The overall mission of the supply department afloat is to support the material and service needs of the ship. To do this, supply must procure, receive, inspect, stow, issue, and account for general stores, repair parts, equipage, equipment, ship's store stock, clothing, and subsistence items. The department will also have to operate a ship's store, snack bar, laundry, barbershop, dry-cleaning plant, and disbursing office as required.

### **SUPPLY DEPARTMENT ORGANIZATION**

The supply department is organized into divisions to make the performance of duties easier

(fig. 1-1). The number of divisions varies according to the type of ship and number of personnel aboard.

### Supply Officer

The head of the supply department is the supply officer. The supply officer is the senior Supply Corps officer aboard and he or she is responsible to the commanding officer for the proper operation and administration of all supply department functions. The supply officer prepares the organizational chart. The chart identifies all

the essential functions within the supply department and defines channels of responsibility and authority. The chart is normally located in the supply office and is updated as personnel are reassigned.

The accountability for the ship's store and other areas of supply may be assigned to a subordinate Supply Corps officer; however, this does not relieve the senior Supply Corps officer of his or her responsibilities. The supply officer assigns responsibilities by written request routed through the commanding officer for approval. The subordinate Supply Corps officer is responsible

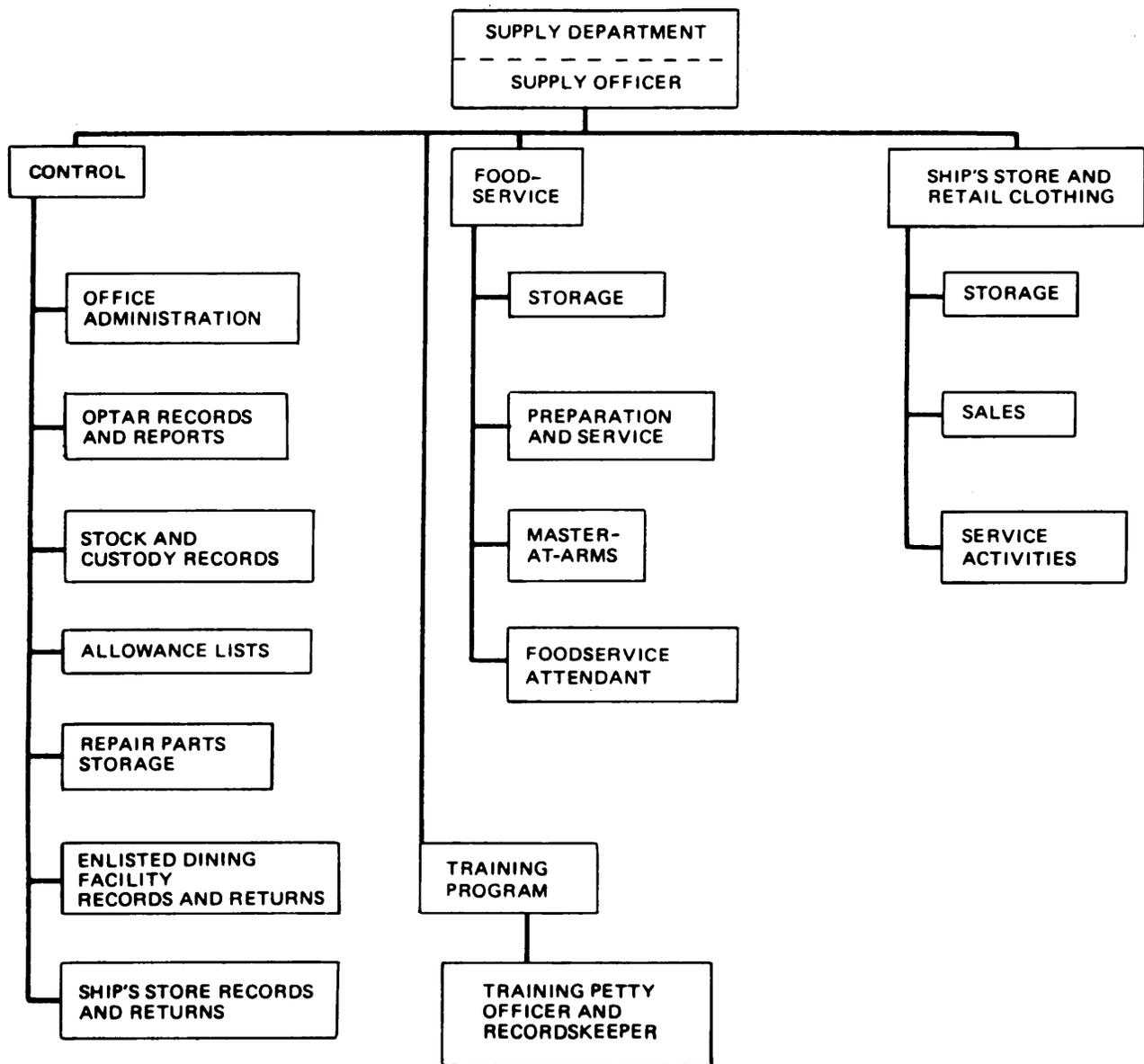


Figure 1-1.—Typical supply department on a ship with a Supply Corps officer.

to the supply officer for the efficient operation of assigned areas as required by the NAVSUP publications. The approval of these requests is terminated upon detachment of the supply officer or assistant for ship's store, disbursing, or foodservice.

### **S-1 Division**

The S-1 division is made up of personnel from the Storekeeper (SK) rating. Their duties vary according to the size of the ship and unit requirements.

In general, SKs procure, receive, stow, expend, and account for consumables, equipment, repair parts, and other material as assigned. They also maintain records; prepare correspondence, reports, and returns; and perform required obligation recordings.

In stock control, SKs determine stock requirements; prepare requisitions; process receipt and expenditure documents and maintain related files and records; perform financial accounting for material; and maintain material catalogs, allowance lists, and technical publications.

### **S-2 Division**

The S-2 division is made up of personnel from the Mess Management Specialist (MS) rating. They operate all phases of the general mess and make authorized issues, sales, and transfers of food items.

In general, they determine requirements; prepare requisitions; and receive, stow, expend, and maintain related files and records for food items. They also prepare and serve food to the crew, including the operating of foodservice equipment, and are responsible for the cleanliness and upkeep of assigned spaces.

### **S-3 Division**

The S-3 division is made up of personnel from the Ship's Serviceman (SH) rating. SHs operate and maintain all resale and service activities such as the ship's store, clothing store, snack bar, vending machines, laundry, barbershop, and dry-cleaning plant.

SHs also determine requirements for stock and operating supplies; prepare requisitions and purchase orders; receive, stow, issue stock; conduct inventory; operate the ROM micro-computer; and maintain related records and files. They also operate all related service activity

equipment, other office equipment, and are responsible for the cleanliness and upkeep of assigned spaces.

### **S-4 Division**

The S-4 division is made up of personnel from the Disbursing Clerk (DK) rating. Their duties include collecting and disbursing all public funds aboard ship and performing all pay and allowance functions. The DKs' duties also include maintaining military pay records, preparing money lists, preparing and verifying public vouchers, and preparing reports and financial returns.

## **ORGANIZATION OF A LARGE FLEET SHIP**

The organization of the supply department may differ on larger ships. The more personnel aboard, the more complex the supply department becomes. As you study figure 1-2, you will notice three additional divisions. These divisions are found on larger fleet ships.

### **S-5 Division**

The S-5 division is made up of personnel from the MS rating also. They do work that is similar to work done in the S-2 division, with the exception that their duties are performed in officer's country. These duties may include receiving, stowing, issuing, and accounting for foodservice and other stores. They also prepare and serve all meals in the wardroom and perform other jobs such as cleaning, delivery, and pickup of officers' laundry.

### **S-6 Division**

The S-6 division performs all functions related to procurement, receipt, stowage, issue, and accounting for aviation material. This division is manned and operated by personnel from the Aviation Storekeeper (AK) rating.

### **S-7 Division**

The S-7 division operates all data processing equipment, maintains files and records, and prepares and processes documents to produce records and reports as provided for in the automated supply and accounting system. This division is manned by personnel from the Data Processing (DP) rating.

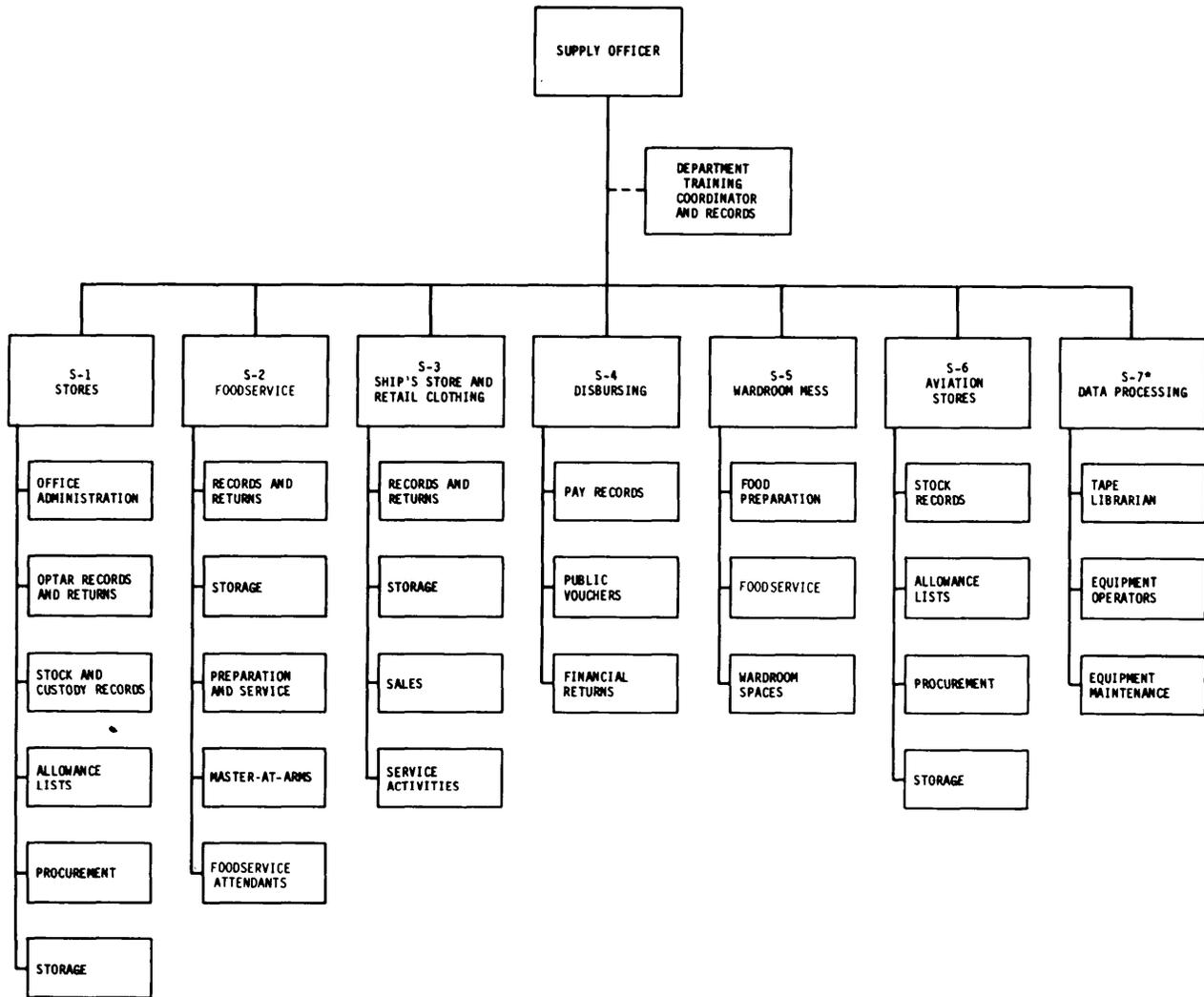


Figure 1-2.—Organization of a supply department of a large fleet ship.

## SECURITY OF SUPPLY DEPARTMENT SPACES

Probably the most important aspect of the supply department is security. The supply officer is responsible for making sure functional areas remain on track; however, many problems may be met if security is not maintained.

Security regulations are listed in the *Ships Store Afloat*, NAVSUP P-487, and the *Afloat Supply Procedures*, NAVSUP P-485, that you, as an SH3, will need to know. Your knowledge of these regulations will not only help you to keep your area on track, but also help keep the supply department on track. Read, remember, and follow security regulations.

There are a few general rules you will need to remember to keep supply department spaces secure.

- All stock should be kept under lock and key.
- Supply spaces should be locked when unattended by authorized personnel.
- Responsibility for security rests with the person in charge of each space.
- Permission for entry of unauthorized personnel into a supply department space will be

obtained from the supply officer or the designated assistant.

- No space will be secured in such a manner to prevent access by use of damage control equipment during an emergency.

- All keys to supply spaces will remain aboard ship in a key locker.

- A key log will be maintained to identify the holder of the key.

- Combinations to combination locks will not be recorded in writing except as prescribed in the NAVSUP P-487.

- All key padlocks should be 1 1/2-inch pin-tumbler type, with a dead bolt made of either brass or bronze.

- Keyless padlocks should be the three-combination manipulation type.

### SECURITY SPACE GROUPINGS

Supply department spaces are organized into groups as prescribed by the NAVSUP P-485. These groupings are shown in figure 1-3. The supply department is required to split the spaces into groups to meet the many different security requirements.

#### Group I

This group is made up of general store spaces, including storerooms, special lockers, and related spaces. The lock to one of these spaces will be opened by an original or duplicate key different from keys to any other locks.

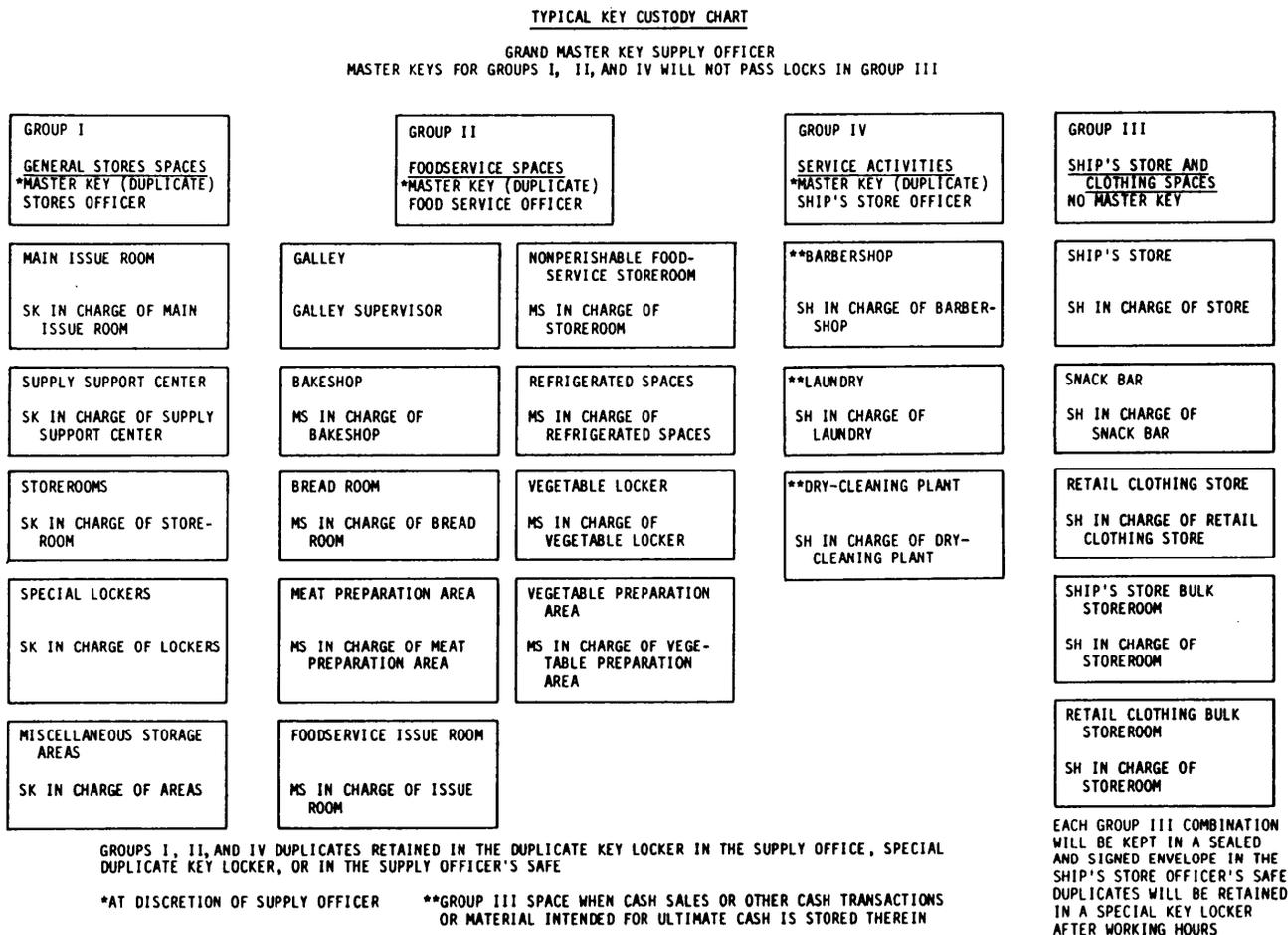


Figure 1-3.—Supply department security groupings.

The original key will be drawn from the general key locker in the morning by the person in charge of that particular space. That person will keep the key until the end of the workday and then return it to the general key locker in the supply office. The duplicate key will be kept by the supply officer in a duplicate key locker or safe.

All master keys to Group I spaces will be in the custody of the supply officer. The supply officer may appoint, in writing, permission for an officer or petty officer to hold a duplicate master key, if so desired.

## **Group II**

This group includes all foodservice spaces including the galley, bakeshop, breadroom, vegetable preparation area, issue room, meat preparation area, refrigerated spaces, and foodservice storerooms. Keys to Group II spaces will be handled in the same manner as Group I except original keys to the galley, bakeshop, breadroom, meat preparation area, and vegetable preparation area will be passed between galley supervisors as they relieve each other. The master key and duplicate master key will be handled in the same manner as Group 1.

## **Groups III and IV**

Group III spaces are made up of the ship's retail and clothing stores, the snack bar, vending machines, and bulk storerooms. Group IV spaces are made up of the ship's store service activities such as the laundry, barbershop, and dry-cleaning shop. Any Group IV space will be considered Group III when cash transactions are made within those spaces or material intended for resale is stowed there. We will discuss both of these groups more thoroughly under Group III space security later in this chapter.

## **SUPPLY DEPARTMENT OFFICE**

The security of the supply office is very important since all keys to supply department spaces are located in the supply office. There are also many important records, documents, and files in the supply office. This office should be secured after working hours not only to prevent unauthorized entry into other supply department spaces, but to prevent important items from disappearing.

The keys to the supply office are issued at the discretion of the supply officer. After working

hours, the duty supply officer is responsible for making sure the office is secured. The duty supply officer is normally an officer or senior petty officer representing the supply department after working hours. He or she is directly responsible to the supply officer for the operation and security of the supply department in his or her absence.

## **THE ROM SYSTEM SECURITY**

The ROM system is an unclassified system and is not intended to store any data that is classified. The ROM system itself should be located in an area accessible only to personnel with a need to use the system. For security and accountability purposes, all system administrative duties are assigned to the ship's store officer, the system administrator. The ship's store officer must make sure the information generated and processed by the ROM is protected from unauthorized access to the system. The information within the ROM is protected from unauthorized use through the use of IDs, passwords, and access codes. Before a person can have access to the ROM system, the ship's store officer is required to input user IDs and passwords on a need-to-know basis. Password/security instructions are contained in the ROM system TUG, appendix F, and are distributed only to the ship's store officer during implementation. Any persons having access to the ROM system will be listed on the ROM security access rights list. This list will be placed in an opaque envelope and sealed, and tape will be affixed over the flap. The envelope containing the ROM security access rights list along with the password/security instructions will be retained in the ship's store officer's Accountability File, SSA-21. The ship's store officer will review the ROM security access rights list monthly.

## **GROUP III SPACE SECURITY**

Group III spaces were discussed under Groups III and IV as being all spaces that sell or stow resale merchandise in them. As an SH3, you may be the operator of one of these spaces and must know the security requirements for Group III spaces. This will not only improve your on-the-job performance, but help you recognize problem areas so you may correct them before problems arise.

### **Working Keys and Dead Bolt Locks**

All doors leading to Group III spaces should have dead bolt locks installed. This may be

impractical in certain situations and a high-security key-type padlock with a shrouded shackle and a high-security hasp may be used as an alternative. The responsible custodian holds the working keys to these locks and should make sure they are locked properly before securing for the day. The responsible custodian will then return these working keys to a separate key locker for the night. This key locker will not be the same as the key locker used for supply spaces. This key locker will be specifically for the one Group III space.

### **Duplicate Keys**

The spare keys to the spaces are the duplicate keys. These keys are required in times of urgency or when required by higher authority. To protect the security of your space these keys need to be handled in a manner to prevent unauthorized entry. These duplicate keys will be placed in a sealed envelope, signed and dated across the flaps by the ship's store officer and responsible custodian, and placed in the ship's store officer's safe. The flaps of the envelope will have cellophane tape placed over the signature and any other openings. This envelope will be changed when the responsible custodian or ship's store officer is relieved.

### **Padlocks and Combinations**

In addition to dead bolt locks, the keyless combination lock listed in the NAVSUP P-487 will be used for securing Group III spaces. In the event the keyless combination lock is not available through supply, the key-type padlock also listed in the NAVSUP P-487 may be used as an alternative. If the key-type lock is used, a numbered car seal will also be used with it. The car seal number will be logged by the ship's store officer in the Car Seal Log. This key-type lock should be removed and changed as soon as the combination lock is available through supply. While the key-type locks are being used, keep in mind that the duplicate keys to these locks will also be secured in a sealed envelope and placed in the ship's store officer's safe.

The responsible custodian will set a combination in the keyless combination lock. The lock comes with a setting-in key and instructions for

setting the combination. The custodian of the space should do the following:

- Set the combination in the lock selecting the numbers at random. Do not use popular dates and so forth.
- Record the combination on a piece of paper, wrap it in a sheet of carbon paper, place this in an opaque envelope with the setting-in key.
- Seal the envelope, sign name, and date the flap in the presence of the ship's store officer.

After the custodian does the above, the ship's store officer should do the following:

- Receive the sealed envelope.
- Sign name and date over the other flap in the presence of the custodian.
- Seal the flap with transparent tape.
- Then retain the sealed envelope in a safe.

Keep in mind, do not disclose this combination to anyone. Do not record this combination anywhere, except for the piece of paper in the envelope. Make sure no one can see your combination while you are opening the space. Do not risk your space's security for any reason.

### **Hinges and Hasps**

Hinges and hasps used on Group III spaces should be manufactured of hard steel that cannot be cut with a bolt cutter or hacksaw. When the hasp is installed, make sure tamperproof bolts are used. Tamperproof bolts are more secure and cannot be removed using a wrench or screwdriver. Pop rivets are considered inadequate and should not be used in place of these bolts. Additionally, hinges should be installed so that the hinge pin is not exposed, if possible. Hinge pins that are exposed should be tack welded to prevent entry.

### **Sales Windows and Visible Storerooms**

There are several retail stores that have removable sales windows. Check these windows daily. Make sure the perimeter of the frame is secured by means of inside locks. Do not use bars that may be popped out by an intruder. The keys to these inside locks will be in the possession of

the retail store operator. The duplicate key will be secured in a sealed envelope and retained in the ship's store officer's safe.

As custodian of a bulk storeroom that is visible from the outside, you should make sure adjacent passageways are well lighted. If you have high-cost, small-cube items such as watches, jewelry, and so forth, stowed in the storeroom, take the proper precautions. These high-value items should be consolidated in the retail store and not stowed in out-of-the-way bulk storerooms.

Make sure the ship's security watches are checking your storeroom. The bulk storeroom, retail store, and other Group III spaces should be checked at varying intervals for security discrepancies. Any security discrepancy, however slight, should be immediately reported to higher authority.

### **Security After Working Hours**

The main purpose of security after working hours is to prevent forced or unauthorized entry. Before you secure for the day, conduct an inspection of your display cases, display windows, doors, stockrooms, and merchandise. You should be familiar with the way you left the store so you can reinspect the same area in the morning and report discrepancies.

You should not use your Group III space for personal reasons after working hours, whether in port or at sea. If circumstances warrant reentering after working hours, you should first obtain final permission from the ship's store officer.

To reduce the temptation of theft after working hours, items of higher value than \$50 should be removed from sight including cartons for these items. If space permits, they should be placed in a locked container within the space.

### **VENDING MACHINES**

The vending machines aboard ship are considered Group III spaces too; however, they are secured a little differently. This is because the vending machines do not always have a custodian watching over the funds at all times. There are certain security regulations that must be followed.

#### **Padlocks and Keys**

The vending machines not only need to be secured on the outside, but also on the inside. The lock inside will secure the money box and may be a keyless padlock or key type. The custodian

will not have access to the money box. The key or combination to this inside lock is kept by the ship's store officer or cash collection agent.

The outsides of most machines have an installed lock. These locks are considered inadequate for security purposes. Install a hasp and hinge made of hardened steel, using tamper-proof bolts, and secure this with a keyless combination lock. Combinations to these locks are handled in the same manner as all other ship's store spaces. They will be sealed in an envelope and locked in the ship's store officer's safe.

### **Money Boxes**

Several ship's store officers are now installing locked money boxes in their vending machines. These money boxes are provided with two sets of keys. One set of keys is for locking the box inside the machine and the other set is for locking the box. The key that locks the box inside the machine will be kept by the vending machine operator. The key that secures the coins in the money box will be kept by either the ship's store officer or designated cash collection agent. Duplicate keys will be sealed in an envelope and kept in the ship's store officer's safe.

### **AMUSEMENT MACHINES**

A metal restraining bar device is required for all amusement machines. This device will lock in front of the coin box. A keyless combination padlock will be used to lock the device in place. The combination to this lock will be known only to the ship's store officer or cash collection agent.

### **EMERGENCY ENTRY PROCEDURES**

Since the custodian may not always be aboard, certain procedures need to be set up in case an emergency entry has to be made into your space.

In the event an emergency entry has to be made, the ship's store officer will enter the space in the absence of the custodian; it should be done in the presence of two witnesses. One witness should be a commissioned officer. After obtaining these witnesses, the ship's store officer will remove the combination and keys from the sealed envelope in the safe. The space will then be opened. The two witnesses will not leave the space unattended until secured. Once the problem has been resolved and access is no longer required, the space will be secured by replacing the lock and sealing the space with a numbered car seal. The

two witnesses will be present during this process. The ship's store officer will log the car seal number in the Car Seal Log and the log will be initialed by both witnesses.

Upon return of the custodian, the car seal will be removed by the custodian in the presence of the ship's store officer. The custodian will verify the seal number and then change the combination to the lock and reseal the new combination and duplicate keys to the dead bolt in separate envelopes. These envelopes will be replaced in the ship's store officer's safe. If desired, you, as the custodian of the space, may conduct an inventory.

In urgent situations, the command duty officer (CDO) may enter a Group III space in the absence of the custodian and ship's store officer. The entry by the CDO will be made in the presence of two witnesses, one of whom is a commissioned officer. Access to the space can be made with damage control cutters or burners. The two witnesses will not leave while the space is open.

After the problem has been resolved, the CDO will secure the space with a lock and numbered car seal. The lock and car seal will be placed on the door to the space in the presence of the two witnesses. The car seal number will be recorded by the CDO and initialed by the two witnesses. The next morning, the car seal number will be given to the ship's store officer by the CDO. You, as the custodian, will handle this matter in the same way as if the ship's store officer had entered. You will more than likely have to obtain a new lock and go through the same procedures again for setting the combination. If the dead bolt was damaged, a new one must be installed.

Emergency entry procedures are included in the supply department instructions. A copy of these instructions should be posted outside each and every Group III space.

#### **GROUP IV SPACES**

Basically, Group IV spaces include all service activities. There are no cash sales or transactions

made through these spaces. If cash transactions are made or ship's store stock is stowed in these spaces, they will be considered Group III spaces.

The working key to Group IV spaces is obtained in the morning. The person in charge of the space will sign for the original keys in a key log and remove them from the general key locker normally located in the supply office. During work hours, the person in charge of the space will keep the keys. After work hours, or when work is complete, the working keys will be turned over to the duty supply officer who will secure them in the general key locker.

Duplicate keys to Group IV spaces will be kept by the supply officer in a special duplicate key locker in the supply office, or in his or her safe. If the lock to the space is part of a lock set, the original master will be kept by the ship's store officer. The duplicate master to all Group IV spaces will be kept by the supply officer in his or her safe or the duplicate key locker.

#### **ADDITIONAL SECURITY**

There are many additional security measures the ship's store officer may follow, if necessary. The use of car seals is recommended but not mandatory. Using these seals may alert the ship's store officer of unauthorized entry. These numbered car seals are available from servmart and should be placed on external locks after working hours. These car seals are issued by the ship's store officer or a designated assistant to the custodian of the space. They are logged in the Car Seal Log and the number is checked in the log before removing any installed car seal.

The ship's store officer may also have roll-up grills or scissor-type gates installed outside of retail stores. An intrusion alarm system may be installed to protect retail stores or storerooms. The alarm should be connected so it will sound off in an area that is manned 24 hours.

